ACCESSIBILITY SELF-ASSESSMENT CHECKLIST

The Indiana Arts Commission has adopted this checklist as an informal guide for applicant organizations. This checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act; the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

FACILITY ACCESS: Answer questions 1 through 7 about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering *yes* or *no* in response to each question and checking *yes, no,* or *n/a* for each accommodation in relation to the question.

YES Physical feature exists.
NO Physical feature does not exist but should.
N/A Physical feature does not exist and is not needed (i.e., A single-level, ground-floor facility would not need an elevator).

1. Is the entryway accessible to people with mobility impairments (patrons who use wheelchairs, crutches, or walkers or who are unsteady)? ____Yes ____No.

	YES	NO	N/A
Ramps/Lifts			
Hand Railings on Ramps			
Steps			
Hand Railings on Steps			
Doors Open Easily/Automatically			

2. Is the entry easily accessible to people with visual impairment (i.e., low vision, blind)? ____Yes ____No.

Large-Print Signage			
Well-Lighted			

3. Is the entryway accessible to people with hearing impairments (i.e., hard of hearing, deaf)? ____Yes ____No.

Buzzer Door			
If Yes, Is There a Visual Entry Code (i.e., Flashing Light)?			

4. Is patron parking available? ____Yes ____No.

Designated "Handicapped Parking"			
Clear Passage to Entry (i.e., for Wheelchair Users)			

5. Is the interior space accessible to people with mobility impairments? ____Yes ____No.

Ramp			
Hand Railings on Ramps			
Steps			
Hand Railings on Steps			
Firm, Smooth Surfaces			
Doors Open Easily			
Elevators			
Chair Lifts			
Accessible Restrooms			
Designated Wheelchair Seating			

6. Is the interior space accessible to people with visual impairments? ____Yes ____No.

	YES	NO	N/A
Large Print Signage	___	___	___
Braille Signage	___	___	___
Braille Marked Elevator Buttons	___	___	___
Raised Letter Signage	___	___	___
Free of Hazardous Overhangs and Protruding Objects	___	___	___
Clearly Marked Abrupt Changes in Levels	___	___	___

7. Is interior accessible to people with hearing impairments? ____Yes ____No.

	YES	NO	N/A
Visual Emergency Alarm System	___	___	___

ACCESS TO ORGANIZATIONS PROGRAMS:

Answer each question **8 through 10,** as it relates to programmatic accessibility.

YES Program offers adaptation routinely or upon request.
NO Program does not offer adaptation but should.
N/A Program does not offer adaptation and it is not needed (i.e., A symphony concert probably would not require audio description.)

8. Does the organization use the following to make its programs accessible to people with visual impairments? ____Yes ____No.

	YES	NO	N/A
Large Print Materials	___	___	___
Large Print Labeling	___	___	___
Braille Materials	___	___	___
Taped Materials	___	___	___
Audio Description	___	___	___

9. Does the organization use the following to make its programs accessible to people with hearing impairments? ____Yes ____No.

	YES	NO	N/A
Assisted Listening Devices--			
Infrared	___	___	___
Audio Loop	___	___	___
FM System			
Sign Interpreters	___	___	___
Oral Interpreters	___	___	___
Script and Text of Verbal Presentations	___	___	___
Captioned Audio Visual Materials	___	___	___
TDD/TTY (Telecommunications Device for the Deaf)	___	___	___

10. Does the organization publicize its accessibility? ____Yes ____No.

	YES	NO	N/A
By Telephone	___	___	___
By TDD/TTY	___	___	___
In Large Print	___	___	___
In Braille	___	___	___
On Audio Cassette Tape	___	___	___